

CITY OF RIVERSIDE

Building & Safety Division

Phone: (951) 826-5697



e PLAN SUBMITTAL CHECKLIST e

Incomplete plans can cause unnecessary delays in the plan review process, therefore, in an effort to expedite the process for all of our customers, we ask that your plan review submittals be complete.

All of the items listed below must be included with the plan review submittal in order for a complete and expeditious review to be performed. Thank you for your assistance.

Plans - (The total number of sets to be submitted varies depending on the type of project. Check the reverse side of this handout to determine the total number of plan sets required at time of submittal.)

Generally, plans must include Architectural, Structural, Mechanical, Plumbing and Electrical drawings. These plans are to be Stamped and Wet signed by the design professional(s) responsible for the project. Some minor types of projects may not require the involvement of an Architect or Engineer in the design. If in doubt, check with one of the Building and Safety Plan Review staff members.

The following drawings are to be included as a part of the plans:

*Plot Plan	*Roof Plan	*Floor Plan	*Elevations
*Cross-Sections	*Framing Plan	*Foundation Plan	*Foundation Details
*Structural Details	*Electrical Plan	*Mechanical Plan	*Plumbing Plan

On Resubmittals, be sure to include the red-lined plans and calculations from the previous review along with the correction list and responses by the designer.

Structural Calculations (2 sets)

If the plans have been reviewed or designed by an architect or engineer, then the supporting calculations must be provided and Stamped and Wet signed by the architect or engineer of record.

Energy Conservation Calculations and Compliance Forms (2 sets)

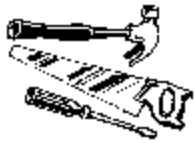
Energy conservation calculations are generally required for new buildings as well as for additions or interior alterations of lighting or HVAC systems in commercial buildings.

Soils Report (1 copy)

If the engineer is using soil bearing values in excess of 1000 psf; if grading work is performed on the site; if the soils have been evaluated by a soils testing firm; or if the project is in a liquefaction zone, then the soils report must be submitted.

Truss Calculations and Truss Layout Sheets (2 sets)

If trusses are to be used, then the Truss Calculations and layout sheets must be Stamped and Wet signed by the truss engineer **and** Stamped as reviewed by the Engineer of Record for the project.



CITY OF RIVERSIDE

Number of Sets of Plans Required for Plan Check



Please:

- M Assemble plans into sets as indicated below*
- M Include Assessor Parcel Number and a description of work on plans*
- M Deliver all sets to the Building & Safety Division, 3rd floor of City Hall*
- M Note that a "Full Set" of plans includes a Site Plan*
- M See reverse side of this handout for additional information concerning the content of a complete plan check submittal*

Type of Project	Tenant Improvement	Single Family and Duplex	Multi- Family (3 or more units)	Residential Subdivision	Office/ Commercial/ Industrial
Sets of Plans Required	7 Full Sets	4 Full Sets 4 Site Plans 1 Floor Plans	6 Full Sets 4 Site Plans 1 Floor Plans	4 Full Sets 4 Site Plans 1 Floor Plans	8 Full Sets 2 Site Plans

We send your plans to the following departments:						
1	Building & Safety Division	Full Set	Full Set	Full Set	Full Set	Full Set
2	Planning Division	Full Set	Full Set	Full Set	Full Set	Full Set
3	Water Division	Full Set	Site Plan	Full Set	Site Plan	Full Set
4	Electric Division	Full Set	Site Plan	Site Plan	Site Plan	Full Set
5	Fire Department	Full Set	Full Set	Full Set	Full Set	Full Set
6	Public Works - Land Development	None	Site & Floor Plans	Site & Floor Plans	Site & Floor Plans	Full Set
7	Public Works - Industrial Waste	Full Set	None	Full Set	None	Full Set
8	Public Works - Solid Waste	None	None	Site Plan	None	Site Plan
9	Park and Recreation	None	Site Plan	Site Plan	Site Plan	Site Plan
10	County Assessor	Full Set	Full Set	Full Set	Full Set	Full Set